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OUTPLACEMENT SERVICE, POD

1. The general mission of the Outplacement Service is to counsel and assist deserving Agency employees in seeking other types of employment, including those who wish to relocate on their own initiative or at the urging of Agency management. The basic policy framework for the program was established by the Director of Personnel during the program's formulative period, 1958-1960. The original charter limited employment assistance to staff employees who had meritorious Agency records. In 1958, however, the charter was extended to cover almost all types of staff employee cases, i.e., career board referrals, self-referrals, terminations, retirees, medical and security rejects, etc. In the past three years, the service has been further expanded to include certain contract employees and other non-staff categories.

2. The Outplacement Service is adequately staffed to handle its current workload of 300-400 cases per year. It is my impression that most of these "cases" require minimal handling and involve little more than assistance in preparing a resume and filling out a Form 57. Outplacement Service is also occasionally called upon to carry out special projects, but these have not created a manpower hardship to date. Despite the lofty claims of the chief of the service with respect to the services rendered, counsellors admit that their function is basically that of assisting with resumes

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and Form 57's, particularly on the professional level. Most clients do not get placed in jobs, for one reason or another, but counsellors feel that even minimum counselling is beneficial to the morale of their clients.

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3. Chief of the Outplacement Service is Mr. [REDACTED] a 47-year-old GS-14 who has been in grade since 1955. He has been in the present job since February 1958. He places great emphasis on the degree of expansion which the service has undergone since its inception and feels that he does not have sufficient authority or recognition from his superiors to carry out his numerous functions efficiently. The list of functions is indeed an impressive one and I do not doubt that, when they're doing their job, they have more than enough to keep them busy. However, I had the very vivid impression that nothing moves very quickly in that shop where it concerns [REDACTED] a GS-15 SA careerist on detail there. The women seem competent. [REDACTED] spent the bulk of his time

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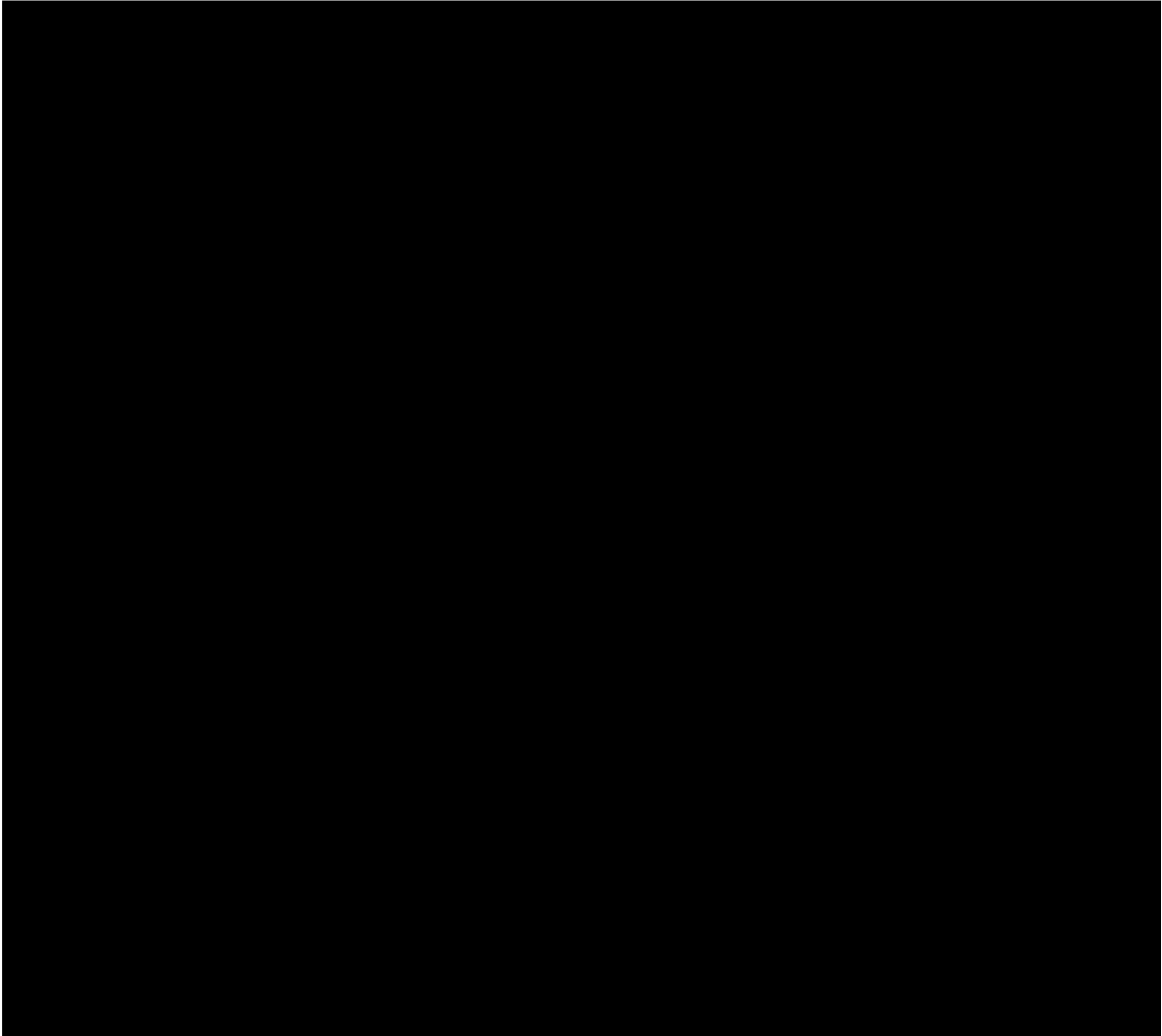
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with me plugging for expanded authority and expounding on why Emmett Echols should make him a GS-15. He believes the program should be redesignated "CIA Career Counselling Service" in view of its current program responsibilities, and that it should be made a staff located organizationally in the Office of the Director of Personnel. This is the subject of a memorandum for the Director of Personnel dated 19 September 1963. (I have a copy).

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his function and attach very little importance to it. I agree with him on the point that Outplacement Service is not a luxury operation, but rather a fringe benefit that the Agency owes to most of its exiting employees. I base this on the obvious fact that so many of us are isolated from the outside world while working here and need professional guidance in landing a job elsewhere, even within

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Government. Despite Mr. [REDACTED] protestations to the contrary, however, I think that most of his clients are not getting a very good brand of service.

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5. [REDACTED] in one of the papers he has written describing the many responsibilities of his office, states that some individuals seeking jobs elsewhere in the Agency come to him for information and that he is then required to help them. I would suggest that this is not one of his functions and recommend that he refer these people back to their Placement Officers in POD where they should have gone in the first place. Many employees, apparently, are not aware of the placement officer's function.

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6. One of the recommendations that Mr. [REDACTED] has submitted to Emmett Echols in writing I feel has much merit. I believe we should push for its adoption, if feasible. This recommendation calls for the negotiation of a Civil Service Commission-CIA Inter-agency agreement whereby service in CIA would entitle employees to civil

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service status. Transfers could be effected between agencies without the need to undergo examinations. [REDACTED] says this proposal has been tossed about for several years because of the reluctance of Agency management to agree to permit the USCSC to evaluate our Personnel merit system. He recommended to the Director of Personnel in September 1963 that he consider seeking an Executive Order which

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would provide the same benefits without having to undergo a USCSC inspection. The Director of Personnel indicated that he would consider this approach but there has been no further reaction. Meantime, the Peace Corps volunteers have, by Executive Order, been granted Civil Service status upon successful completion of 18 months overseas.

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